

PRESENTER'S GUIDE

"SAFETY ORIENTATION"

Part of the General Safety Series

OUTLINE OF MAJOR PROGRAM POINTS

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The following outline summarizes the major points of information presented in the program. The outline can be used to review the program before conducting a classroom session, as well as in preparing to lead a class discussion about the program.

- **When the day begins, there is always lots of work to do.**
 - Orders to fill.
 - Production quotas to meet.
 - Those ever-present deadlines to meet.

- **After all, "time is money" and someone is always watching "the bottom line".**

- **But if we rush and aren't careful, we could very well:**
 - Cause an accident
 - Damage valuable property.
 - Even suffer a serious injury.

- **Sure, we've got to get the job done... but the real "bottom line" is doing the job safely.**
 - That's where thinking "Safety First" comes in.
 - It means that working safely has to be your top priority.

- **So we must learn to take precautions and:**
 - Protect ourselves from hazards.
 - Prevent accidents.
 - Prepare for emergencies.

- **Before you begin a task you have to be mentally prepared to work safely, no matter how simple or routine the job may seem.**
 - Concentration is the key.
 - If you give the task your full attention you are much less likely to make a mistake and cause an accident.

- **There are a number of things that can obstruct our focus.**
 - Anger and frustration are two of the culprits.
 - They can cloud your mind and impair your judgment.
 - A decision made "in the heat of the moment" could have disastrous consequences.

- **So if you ever feel frustrated or angry, take a break!**
 - Step back and take a deep breath, or switch to another task for a while.
 - You can resume your original work when you are calm and in the right frame of mind.

- **Drugs and alcohol can also "alter" your state of mind and ability to focus on what you're doing.**
 - They have no place in the workplace

- **But you have to be careful about what you do on your own time as well.**
 - The residual effects of a substance can cause someone to have an accident hours or even days after they last used it.

- **If you drink, do it in moderation, and don't drive.**
 - Make sure the effects of any alcohol you have had are long gone before you start to work.

- **Know your company's drug and alcohol policy, and follow it.**
 - Inform your supervisor immediately if you suspect a coworker is "under the influence".

- **Never operate equipment if you are taking medication that could affect your performance. You need to:**
 - Keep your mind clear at all times.
 - Concentrate.
 - Be aware of everything that goes on around you.
 - Then you'll be mentally prepared to work safely.

- **Preventing accidents is another important part of making safety a top priority.**
 - Most hazards can be spotted and eliminated before they become a problem.

- **Inspect your work area.**
 - Look for "hazards" that could endanger you or your coworkers.
 - Then take steps to remove or reduce the risk of a potential accident.

- **Walkways, hallways and exits should be kept clear of obstacles at all times.**
 - A simple pile of boxes could cause someone to trip and fall, or block an emergency escape route.

- **Loose railings and overstocked shelves can be accidents waiting to happen.**

- **Look for fire hazards as well.**
 - Sparks from machinery, damaged electrical cords, even piles of cardboard or paper can all be a source of ignition.
 - Correct situations like these as soon as possible.

- **As you reach the end of your shift you still have some "safety work" to do. Good housekeeping is also very important for accident prevention.**
 - Tidy up your work area.
 - Properly dispose of scrap.
 - Return left over materials to their assigned storage places.

- **Put all tools, equipment and manuals back where they belong as well.**
 - This eliminates clutter and makes things easier for everyone to find.

- **Don't overload shelves or jam-pack storage areas.**
 - Find a "comfortable" place for everything... and put everything in its place.

- **But not all housekeeping situations have simple solutions.**
 - If you encounter a problem that you can't solve yourself, talk to your supervisor or safety manager.
 - They are there to help.

- **Looking for potential problems and reducing risks can help us to prevent accidents, but sometimes the possibility of a problem occurring can't be avoided.**
 - Wearing gloves, safety shoes and other personal protective equipment can help guard against injury.

- **Let's start at "ground level" and work our way up.**

- **Foot protection such as safety shoes should be worn in many work environments.**
 - Most safety shoes have soles that are designed for safe traction on specific surfaces, such as oily or wet flooring.
 - Many shoes have steel toes as well.
 - You need to choose the best shoes for the job you do, and wear them.

- **Gloves can improve your grip and protect your hands from potential hazards such as splinters, sharp edges and chemicals as well.**
 - Gloves can be made from many types of material, including cloth, leather, metal- mesh, rubber and plastic.
 - Each material helps to protect you from different hazards.
 - Make sure you know which is the right type for the job that you're doing.

- **Sometimes eye protection may seem bulky and unnecessary, but remember:**
 - Eye injuries can be nasty, and far more "uncomfortable" and "inconvenient" than wearing safety eyewear will ever be.

- **Safety glasses and goggles protect against a variety of hazards.**
 - In certain situations, you may also need to add a face shield or use a welder's helmet.
 - Ask your supervisor about the type of protection you'll need for your job.

- **Hearing protection can often eliminate the harmful effects of hazardous noise.**
 - Earplugs, canal caps and ear muffs all provide different degrees of protection.
 - In extremely noisy situations, you can wear both plugs and muffs

- **When harmful dust, fumes, and vapors make the air dangerous to breathe, you should wear respiratory protection**
 - Respiratory hazards can do serious damage to your lungs.
 - Fortunately there are a number of types of protection that can help.

- **Filter masks, chemical cartridge respirators, and supplied-air respirators each protect you from different types, and degrees, of hazards.**
 - You should first determine what kind of protection you need for your work environment.
 - OSHA has established "Assigned Protection Factors" for different types of respirators, which can help you choose the appropriate respirator for your job.

- **When you select your respirator, make sure that it is undamaged.**
 - If you are unfamiliar with the equipment, it's a good idea to practice using it before going into your work area.
 - For most respirators you will also need to undergo a "fit-test" to make sure they are sealing tightly to your face.

- **Protective clothing is something else you may need to use to stay safe.**
 - Aprons and full body suits can defend against flying particles and contact with hazardous materials.

- **A good, strong hard hat is essential around overhead hazards.**

- **Keep in mind, most tasks create multiple hazards.**
 - Combine the safety gear you wear to make sure you get complete protection.
 - Talk to your supervisor or safety manager if you have any questions about the PPE that's right for you.
- **Safe work practices are just as important as the PPE that you wear on the job.**
 - Careless habits can have devastating consequences.
- **Tools are helpful in many of the jobs we do, but use a tool incorrectly and somebody could get hurt.**
- **So you should always follow good "tool rules" .**
 - Always use the right tool for the job.
 - Check that all the tools you use are clean and undamaged.
 - Make sure you know how to properly use the tools that you work with.
- **Power tools and other electrical equipment require special considerations.**
 - Inspect all power cords.
 - A damaged wire is both a shock hazard and a fire risk.
- **Too many plugs in one outlet can overload the circuit, blow out a fuse or even start a fire.**
 - So don't connect multiple power cords to a single receptacle.
- **Remember to unplug or lock-out electrical equipment before attempting repairs.**
 - If you don't, you may get a "shocking" reminder.
- **When you're working near machines with moving parts, make sure appropriate machine guards are in place.**
 - Remove loose clothing and jewelry that could get caught in the equipment as well.

- **If your job takes you into a warehouse, be careful how you handle the materials that you're working with.**
 - If you have to move a heavy or unwieldy object, use a cart or dolly, or ask a coworker to lend you a hand.

- **Only use powered equipment such as a forklift if you are trained and certified on it.**
 - Consult the operating manual if you have any questions.
 - Plan your route, take your time and always be aware of what is going on around you.

- **But safe work practices go beyond how we use tools and equipment.**
 - We need to be careful how we "use" our bodies as well.
 - Each job makes a different set of physical demands.

- **Knowing how your body "works" can help you avoid ergonomic injuries.**
 - Keep your body in "neutral" positions as much as possible.
 - Select tools that are "ergonomically friendly" and whose weight, size and shape make them easy to use.
 - Adjust your workstation to fit your size and shape, whether you are in an office or on a plant floor.
 - Keep tools and materials within easy reach.

- **When you're lifting something, be sure to use proper procedures:**
 - Bend at the knees.
 - Keep your back straight.
 - Lift with your legs.
 - Always lift gradually, not suddenly.

- **If you are ever unsure about how to use a piece of equipment or perform a task, talk to your supervisor**

- **No matter how careful we are... no matter what precautions we take... accidents can still happen.**
 - So we need to be prepared to act if an emergency occurs.
- **Be sure to read the Safety Data Sheets (SDSs) for any hazardous materials in your work area before you use them.**
 - SDS's should be kept in a central location for quick reference.
- **Clean up chemical spills immediately... but make sure you know:**
 - What chemicals you are dealing with.
 - What tools and materials should be used in the cleanup process.
- **Water is almost always the first line of defense when someone is splashed by a hazardous chemical.**
 - This is where safety showers and eyewashes come into play.
 - Be sure you know where they are and how they work.
- **Fires are another major threat in the workplace.**
 - Now-a-days they often involve toxic fumes and vapors.
 - This makes them more dangerous than ever.
- **Be familiar with your facility's Emergency Action Plan.**
 - It will describe how to report fires and where to go if one occurs.
- **You can sometimes fight small fires yourself and prevent them from spreading, so make sure you know:**
 - Where the fire extinguishers are in your facility.
 - How to use them.
- **Remember, there are different types of extinguishers for different types of fires.**
 - Be sure that you have the correct one for the fire that you're fighting.

- **Make sure that emergency telephone numbers are posted in plain sight at all the telephones in your facility.**
- **Know at least two evacuation routes that you can use if you ever need to leave your work area.**
- **Basic first aid and CPR can be valuable skills in many emergency situations.**
 - But don't try to do anything unless you have the proper training.
 - You could do more harm than good.
- **Never underestimate the seriousness of an injury.**
 - Seek medical attention as soon as possible.
- **Above all, the key to handling emergency situations is to stay calm.**

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- **Prepare yourself to work safely... concentrate, be aware of what's happening around you and stay alert.**
- **To prevent incidents and injuries, look for hazards, and control or remove them when you find them.**
- **Always wear the correct PPE for the job that you are doing.**
- **Follow safe work practices, use proper procedures and eliminate careless habits.**
- **Be prepared to act quickly and effectively in emergencies.**
- **If you and your coworkers stay alert and follow safe work practices, you can help ensure that everyone goes home injury-free at the end of every day.**